

RESPONSE

The Response event is used when filing a “response” or “reply” to a previously filed objection or opposition. If you are filing initial opposition to a motion, application, etc., please use the [Opposition](#) or [Objection](#) events. This event may also be used to file Amended or Supplemental Responses.

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- STEP 1** Choose **Bankruptcy** or **Adversary** from main menu
- STEP 2** Choose **Response/Objections** category
- STEP 3** Choose **Reference an Existing Motion/Document** sub-category
- STEP 4** Enter case number; click [NEXT]
- STEP 5** Select **Response** from drop down list; click [NEXT]
- STEP 6** If filing this document with joint counsel place a check in the box next to “Joint Filing with Other Attorney(s)” and click [NEXT]. If not filing with joint counsel click [NEXT] to skip this screen
- STEP 7** Select party or click [ADD/CREATE PARTY]; click [NEXT]
- ☛ *TIP - If the attorney and party have not previously been associated in this case, you will be prompted to do so by clicking the box on the next screen; click [NEXT] to move to the next screen.*
- STEP 8** Upload the PDF document and any attachments, click [NEXT]
- ☛ *TIP - Supporting documents such as Certificates of Service and proposed orders are added to the event as ATTACHMENTS to the Response.*
- STEP 9** Select the appropriate category to which the Response refers; click [NEXT]
- ☛ *TIP - In large cases, you can narrow the search criteria by entering a document number or a range of document numbers in the appropriate fields.*
- STEP 10** Place a check in the box next to the document to which you are responding; click [NEXT]

STEP 11 Docket text appears; select applicable prefix if necessary (e.g. *Supplemental*); review for accuracy; click [NEXT]

☛ *TIP - Other than the selection of a prefix, text of docket entry cannot be modified from this screen. If an error is found, abort the transaction and begin again.*

SAMPLE DOCKET TEXT

Response to Opposition to Motion for Relief From Stay Filed by Test Attorney on behalf of Test Client (related document(s)[143]).

STEP 12 Final docket text appears; click [NEXT] to submit

☛ *TIP - This is the last opportunity to change information or abort transaction.*

STEP 13 **Notice of Electronic Filing** displays